



Activity Review

North Carolina State Board of Certified Public Accountant Examiners

1101 Oberlin Road, Suite 104, Post Office Box 12827, Raleigh, NC 27605-2827 (919) 733-4222 No. 6 2001

Avoiding Financial Services Traps

Many boards of accountancy have opened the doors for CPAs to provide financial services. Building a financial services business alongside a CPA firm is a powerful client-centric approach. For CPAs considering adding financial services to their firms, here are 10 traps to avoid:

- **Trading one's "trusted professional" status for a salesperson's shingle**

CPAs are the country's most trusted business advisors. Conversely, sales agents rank near the bottom. Two elements are at the core of the trust the public places in CPAs: independence and objectivity. When CPAs turn from advisors to salespersons, they risk losing independence and objectivity. Trustworthiness may begin to erode as commissions or referral fees, rather than the client's problems, motivate recommendations.

- **Exacerbating staff shortages**

Adding another service to a firm's existing service lines requires training and start-up time. Most solid investment or insurance professionals invest years in training to develop a business. Many CPA firms are already overworked and understaffed, so to divert resources to nonproductive areas for even a few months can be disastrous.

- **Failing to establish solid product expertise**

Insurance trainers instruct new agents to call on their relatives first because they will be the most uncomfortable buying from a relative who

apparently lacks expertise. Becoming expert in financial and estate planning, investment management, and insurance products requires years to learn about the products and how to apply them. Insurance and investment firms are constantly developing new ways to solve problems, and salespersons must stay current to be successful.

- **Treating financial services as a hobby**

CPAs who are not serious about selling financial services are better off staying out of the business and keeping their referral contacts. Referrals dry up once the CPA becomes a competitor, so CPAs risk losing more referrals than they may gain in income.

- **Giving up client control and asset value**

Properly structured, a financial services business can increase the value of an accounting firm. However, when a CPA refers business to another party, he or she gives away the present value of that income stream and risks losing control of the client, because the other party can sell things—even tax and accounting services—to the client without the CPA's knowledge. Some large financial services companies will offer free tax returns to qualified clients.

- **Offering a limited product line**

Some clients need personal financial planning to become debt-free; others need investment management; still others, insurance. A limited product line limits the CPA's ability to serve his

or her clients well. Becoming an asset-gatherer for a money manager or a lead-generator for an insurance agent also inhibits the CPA's ability to serve the entire client base.

- **Neglecting to develop a marketing plan and sell skills**

To establish a serious financial services business, CPAs must focus on building sales volume into the business. The most successful sellers make persuasive arguments about the benefits of their products and services and regularly contact their clients. Answering a client's request for services is not the same as actively developing new business. Many CPAs do not want to sell to or appear to be persuasive with their client, although this is part of building a business.

Financial Services
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Consent Order

Richard A. Benton, #16286
Raleigh, NC 4/23/01

THIS CAUSE, coming before the Board at its offices at 1101 Oberlin Road, Raleigh, Wake County, North Carolina, with a quorum present. Pursuant to NCGS 150B-41 and 150B-22, the Board and Respondent stipulate the following Findings:

1. Respondent is and at all relevant times has been the holder of North Carolina certificate number 16286 as a Certified Public Accountant.
2. Respondent failed to pay the Federal employee quarterly taxes for March 31, 1994, June 30, 1994, and December 31, 1994, in the amount of \$9,527.15 for a limited partnership in which he was the general partner.
3. Respondent failed to pay partnership taxes for December 31, 1993, December 31, 1996, and December 31, 1997, in the amount of \$1,800.00 for a limited partnership in which he was the general partner.
4. The Internal Revenue Service subsequently filed tax liens against Respondent for these unpaid taxes. Those liens are currently pending and the taxes remain substantially unpaid. Respondent did not disclose these liens on his annual renewal forms for the years in question.
5. Respondent subsequently entered into an oral agreement with an individual CPA with whom he had had various business dealings in the past and whose firm was also providing accounting services to him as his CPA. Pursuant to that agreement, they established an instant tax refund service corporation. Respondent was later designated an employee but not a shareholder of the corporation and received W-2s from the corporation. Respondent nevertheless contends that he was to share in the profits of the venture but would not be shown as an owner due to concerns that outstanding tax obligations that might subsequently be, and later were, reduced to liens against him would impair registration of the

tax refund business which was required under NCGS 53-247.

6. Respondent and the owners of the instant tax refund service corporation had a dispute over how much money the corporation owed Respondent. Respondent wrote a check to himself on one of the corporation's counter checks for the money that he claimed was owed to him. The owners sued Respondent, contending that Respondent did not have authorization to write such a check and that they had instructed Respondent not to do so. Following a jury trial, a Judgment was entered by Wake County Superior Court in Civil Case #97CVS 0622 finding that Respondent had wrongfully converted to his own benefit property belonging to the corporation in the amount of \$3,743.01. Respondent prevailed on his breach of contract counterclaim against the owners of the instant tax refund service corporation in the amount of \$8,402.45.

7. Respondent wishes to resolve this matter by consent and agrees that the Board staff and counsel may discuss this Order with the Board *ex parte*, whether or not the Board accepts this Order as written.

BASED UPON THE FOREGOING, the Board makes the following Conclusions of Law:

1. Respondent is subject to the provisions of Chapter 93 of the North Carolina General Statutes (NCGS) and Title 21, Chapter 8 of the North Carolina Administrative Code (NCAC), including the Rules of Professional Ethics and Conduct promulgated and adopted therein by the Board.
2. Pursuant to 21 NCAC 8N .0204(b), the finding by Superior Court Jury that Respondent had wrongfully converted property is *prima facie* evidence of unethical conduct by a competent authority.
3. Respondent's actions as set out above constitute further violations of NCGS 93-12 (9) e and 21 NCAC 8N .0201 and 8N .0203.

BASED ON THE FOREGOING and in lieu of further proceedings under 21 NCAC Chapter 8C, the Board and Respondent agree to the following Order:

1. The Certified Public Accountant certificate issued to Respondent, Richard A. Benton, is hereby suspended for a period of five (5) years.
2. Respondent may apply, after five years from the date this Consent Order is approved by the Board, for reinstatement of his CPA certificate without having to apply to the Board for modification of discipline.
3. If Respondent returns his suspended certificate within fifteen (15) days of the receipt of this Order, Respondent can, after five (5) years, apply to return his certificate to active status by submission and approval of a reinstatement application which includes:
 - a. Application form,
 - b. Payment of the application fee,
 - c. Three (3) moral character affidavits, and
 - d. Proof of completion of 40 hours of CPE in the 12 months preceding the application including an eight (8)-hour accountancy law course pursuant to 21 NCAC 8F .0504.
4. If Respondent returns his suspended certificate in excess of fifteen (15) days of the receipt of this Order, Respondent can, after five (5) years plus the number of days that his certificate is late in being returned, apply to return his certificate to active status by submission and approval of a reinstatement application which includes:
 - a. Application form,
 - b. Payment of the application fee,
 - c. Three (3) moral character affidavits (on forms provided by Board),
 - d. Proof of completion of 40 hours of CPE in the 12 months preceding the application including an eight (8)-hour accountancy law course pursuant to 21 NCAC 8F .0504, and
 - e. A signed Consent Order requiring payment of at least \$100.00 in administrative costs.

Board Orders

J. Derek Barnes, #16908
Fuquay-Varina, NC 4/23/01

THIS CAUSE coming before the Board on April 23, 2001, at its offices at 1101 Oberlin Road, Raleigh, Wake County, North Carolina, with a quorum present, the Board finds, based on the clear and convincing evidence presented, that:

FINDINGS OF FACT

1. J. Derek Barnes is the holder of a certificate as a Certified Public Accountant in North Carolina and is therefore subject to the provisions of Chapter 93 of the North Carolina General Statutes (NCGS) and Title 21, Chapter 8 of the North Carolina Administrative Code (NCAC), including the Rules of Professional Ethics and Conduct promulgated and adopted therein by the Board.
2. In November of 1999, Respondent requested that his firm's peer review date be extended to June 30, 2000, as a part of a Board approved program for firms damaged by Hurricane Floyd.
3. Respondent failed to submit to the Board his firm's peer review information by the June 30, 2000, extension date.
4. Respondent failed to claim certified/return receipt mail sent to his firm's last known mailing address and failed to respond to e-mail sent to his last known e-mail address.
5. In January of 2001, Respondent informed the Board's Executive Director, who called to determine the status of Respondent's firm's peer review, that the review had not been completed as of that date.
6. To date, the Board office has neither received the peer review confirmation for Respondent's firm nor any further information from Respondent regarding his firm's peer review.
7. Respondent has failed to provide documentation to the Board that his firm's peer review has been completed and is in excess of 120 days from the required completion date.

CONCLUSIONS OF LAW

1. J. Derek Barnes' failure to timely obtain a SQR prior to the prescribed completion date is a violation of NCGS 93-12(8c) and 21 NCAC 8M .0102.

BASED ON THE FOREGOING, the Board orders that:

1. J. Derek Barnes' certificate is suspended for at least thirty (30) days from the date this Order is approved and until the required SQR compliance information is received by the Board.
2. If J. Derek Barnes fails to return his suspended certificate within fifteen (15) days of the receipt of this Order, the thirty (30) day suspension will be extended by the number of days that his certificate is late in being returned to the Board office.
3. If J. Derek Barnes returns his suspended certificate within fifteen (15) days of the receipt of this Order, J. Derek Barnes can, after at least thirty (30) days, and the completion of his firm's SQR, apply to return his certificate to active status by submission and approval of a reissuance application which includes:
 - a. Application form,
 - b. Payment of the application fee,
 - c. Three (3) moral character affidavits, and
 - d. Forty (40) hours of CPE in the 12 months preceding the application including an eight (8)-hour accountancy law course pursuant to 21 NCAC 8F .0504.
4. If J. Derek Barnes returns his suspended certificate in excess of fifteen (15) days of the receipt of this Order, J. Derek Barnes can, after at least thirty (30) days plus any extension days as required in #2 above, and the completion of his firm's SQR, apply to return his certificate to active status by submission and approval of a reissuance application which includes:
 - a. Application form (which includes statements regarding use of title during forfeiture),

- b. Payment of the application fee,
- c. Three (3) moral character affidavits (on forms provided by Board),
- d. Forty (40) hours of CPE in the 12 months preceding the application including an eight (8)-hour accountancy law course pursuant to 21 NCAC 8F .0504, and
- e. Consent Order requiring payment of at least \$100.00 in administrative costs.

Board Orders
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Exam Grades

Grades from the May 2001 Uniform CPA Examination will be mailed July 30, 2001.

Grades will be mailed to the address on file with the Board. A candidate whose address has changed since sitting for the exam should submit a "Change of Address" form as soon as possible.

Address changes must be in writing and may be faxed to the Examinations staff at (919) 733-4209.

Board Meetings

July 23
August 20
September 18
October 22
November 19
December 18

All NC State Board of CPA Examiners' Board meetings are open to the public. However, under State law, some portions of the meetings are closed to the public.

If you wish to address the Board regarding a specific issue, please contact the Board's Executive Director, Robert N. Brooks, by telephone at (919) 733-4222 or via e-mail (rnbrooks@bellsouth.net), at least two weeks prior to the meeting date.

Change in Exam Application Fee

At its May 21, 2001, meeting, the Board approved an increase in the application fee for the Uniform CPA Examination.

According to Robert N. Brooks, Executive Director of the Board, the increase from \$175.00 to \$200.00 was needed to cover the increased exam costs, particularly facility fees.

"The costs associated with the Uniform CPA Examination have increased over the past several years and will continue to increase in the future," said Brooks.

"Therefore, it was necessary that the exam application fee be raised, enabling the Board to recover its costs of administering the exam."

The \$200.00 application fee is effective with the November 2001 Uniform CPA Examination and applies to all applicants, regardless of the number of sections being taken.

November 2001 Exam Applications

Please note the following application deadlines for the November 2001 Uniform CPA Examination:

Initial exam applicants
July 31, 2001

Re-exam applicants
August 31, 2001

Your complete application must be postmarked or received in the Board office before the appropriate deadline.

The examination fee is \$200.00, regardless of the number of sections for which you are sitting. Your canceled check or credit card statement is proof only that your application was received—it does not indicate that your application has been approved.

To obtain an exam application, call the Board's toll-free application line (1-800-211-7930) or visit the Board's web site (www.state.nc.us/cpabd).

Board Orders *continued from page 3*

Gary A. Jewell, #9465
Raleigh, NC 4/23/01

THIS CAUSE coming before the Board on April 23, 2001, at its offices at 1101 Oberlin Road, Raleigh, Wake County, North Carolina, with a quorum present, the Board finds, based on the clear and convincing evidence presented, that:

FINDINGS OF FACT

1. Gary A. Jewell is the holder of a certificate as a Certified Public Accountant in North Carolina and is therefore subject to the provisions of Chapter 93 of the North Carolina General Statutes (NCGS) and Title 21, Chapter 8 of the North Carolina Administrative Code (NCAC), including the Rules of Professional Ethics and Conduct promulgated and adopted therein by the Board.
2. Gary A. Jewell failed to ensure that his firm timely obtained a State Quality Review (SQR) in accordance with provisions as required by NCGS 93-12(8c) and 21 NCAC 8M .0102.
3. Gary A. Jewell subsequently provided documentation to the Board that his firm's SQR was completed in excess of 60 days but not more than 120 days from the required completion date.

CONCLUSIONS OF LAW

1. Gary A. Jewell's failure to timely obtain a SQR prior to the prescribed completion date is a violation of NCGS 93-12(8c) and 21 NCAC 8M .0102.

BASED ON THE FOREGOING, the Board orders that:

1. Gary A. Jewell shall pay a one hundred dollar (\$100.00) civil penalty.
2. Gary A. Jewell's certificate shall be placed on conditional status for one year from the date this Order is approved.

Correction

In the May 2001 issue of the *Activity Review*, Ira Eugene Bethel of Thomasville, NC, was listed as being on inactive status; he is on active status.

Gillian Elizabeth Hough, #14607
Raleigh, NC 4/23/01

THIS CAUSE coming before the Board on April 23, 2001, at its offices at 1101 Oberlin Road, Raleigh, Wake County, North Carolina, with a quorum present, the Board finds, based on the clear and convincing evidence presented, that:

FINDINGS OF FACT

1. Gillian E. Hough is the holder of a certificate as a Certified Public Accountant in North Carolina and is therefore subject to the provisions of Chapter 93 of the North Carolina General Statutes (NCGS) and Title 21, Chapter 8 of the North Carolina Administrative Code (NCAC), including the Rules of Professional Ethics and Conduct promulgated and adopted therein by the Board.
2. Gillian E. Hough failed to ensure that her firm timely obtained a State Quality Review (SQR) in accordance with provisions as required by NCGS 93-12(8c) and 21 NCAC 8M .0102.
3. Gillian E. Hough subsequently provided documentation to the Board that her firm's SQR was completed in excess of 60 days but not more than 120 days from the required completion date.

CONCLUSIONS OF LAW

1. Gillian E. Hough's failure to timely obtain a SQR prior to the prescribed completion date is a violation of NCGS 93-12(8c) and 21 NCAC 8M .0102.

BASED ON THE FOREGOING, the Board orders that:

1. Gillian E. Hough shall pay a one hundred dollar (\$100.00) civil penalty.
2. Gillian E. Hough's certificate shall be placed on conditional status for one year from the date this Order is approved.

www.state.nc.us/cpabd

Reclassifications

Inactive

"Inactive," when used to refer to the status of a person, describes one who has requested inactive status and been approved by the Board and who does not use the title "certified public accountant" nor does he or she allow anyone to refer to him or her as a "certified public accountant" and neither he or she nor anyone else refers to him or her in any representation as described in 21 NCAC 8A .0308(b) [21 NCAC 8A .0301(b)(23)].

03/02/01	Thomas H. Spencer	Palm Harbor, FL
04/23/01	Carlisle McCutcheon	Fayetteville, NC
04/23/01	Tracie Payton Burriss	Washington, GA
04/25/01	Charles Henry Wiley	Kernersville, NC
04/26/01	Robert Franklin Hutchens	Wilmington, NC
04/30/01	Mark T. Bennett	Charlotte, NC
05/04/01	Harold David Camp	South Boston, VA
05/04/01	Carol Lyn Sword	Raleigh, NC
05/04/01	Sandra F. Vestal	Greensboro, NC
05/07/01	James Selby Pridgen	Sims, NC
05/07/01	Ann H. Worrell	New York, NY
05/07/01	Kathy C. West	Richmond, VA
05/07/01	Jonathan S. Hayes	Charlotte, NC
05/08/01	Mary Ann Stone	Raleigh, NC
05/09/01	James Joseph Danzi	Chillicothe, OH
05/10/01	Deena Candelmo Blazka	Easton, PA
05/10/01	Denise Turner McKenzie	Salisbury, NC
05/11/01	Jackie Parker Adams	Wilmington, NC
05/14/01	Anita Carol Wocher	Charlotte, NC
05/15/01	Earl Coolley Roller, Jr.	Charlotte, NC
05/16/01	Constance Lynn Dixon	Raleigh, NC
05/16/01	James R. Smith	Hendersonville, NC
05/16/01	Christy L. Pavell	Winterville, NC
05/17/01	Kelly Lanning Brown	Gastonia, NC
05/17/01	Amanda Upchurch Greer	Clemmons, NC
05/22/01	Jennifer Dolcater Lonbom	Raleigh, NC
05/22/01	Cindy Brown-Faulkner	Nashville, NC
05/22/01	Elizabeth Maher Plowman	Apex, NC
05/23/01	Kent Ernst	Southern Pines, NC
05/23/01	Janet Martin Gruen	Conway, AR

Retired

"Retired," when used to refer to the status of a person, describes one possessing a North Carolina certificate of qualification who verifies to the Board that the applicant does not receive or intend to receive in the future any earned compensation for current personal services in any job whatsoever and will not return to active status [21 NCAC 8A .0301(b)(23)].

05/21/01	Kerner Eugene Frauenheim, II	Charlotte, NC
05/21/01	Karla Major Johnson	Charlotte, NC

Reinstatements

05/21/01	John George Henriquez	Stockbridge, GA
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Return of Client Records

Pursuant to 21 NCAC 8N .0305, "Retention of Client Records," a CPA must return client records in his or her possession to the client after a demand for the return of the records is made.

If the client is a partnership, records must be returned upon request to any of the general partners. If the client is a corporation, the records must be returned upon demand to the president. Joint records must be made available upon demand by any party.

Upon demand, client records must be returned immediately unless there are reasonable circumstances that would delay the return of the records. For example, a delay may be required to retrieve a closed file from storage or to extract the CPA's working papers.

If the records cannot be returned immediately upon demand, the CPA must notify the client of the exact date that the records will be returned. Under no circumstances should a CPA refuse to return client records in order to force payment for services provided.

Work papers are generally the property of the CPA and need not be surrendered to the client. However, some work papers may contain data which should be reflected in the client's books and records, but have not been duplicated nor provided to the client. Therefore, the client's records are incomplete without these records.

In such cases, the work papers that contain this information are considered part of the client's records and copies should be given to the client along with any other client records.

Please consult 21 NCAC 8N .0305 for more complete information about CPA work papers and the return of client records.

Remember...
the certificate renewal
deadline is June 30, 2001.

Financial Services *from front page*

• Holding a securities or insurance license in the CPA firm

The Securities and Exchange Commission (SEC), the National Association of Securities Dealers (NASD), as well as state securities and insurance regulators have many rules that are quite different from those of accountancy boards.

For example, NASD requires that a principal review all registered representatives' correspondence. Holding a securities license in the CPA firm may subject non-related correspondence to extra review.

The governing bodies also have strict surprise audit procedures and not only will they have no sympathy during tax season, they may prefer this period for auditing a CPA-dealer, thinking he or she may be less diligent and conscientious at that time.

• Misunderstanding the profit sharing with firm partners

Some of the 90 percent profit-sharing arrangements that broker-dealers

and insurance brokers brag about really amount to only 27-90 percent of 30 percent.

• Failing to set solid goals for the financial services business

An example of a serious goal would be to earn \$250,000 a year compared to a current annual income of \$200,000. Other CPAs may be satisfied with \$200,000, but prefer to work fewer hours. Articulating goals for a financial services business is the first step in establishing a business plan to get there. A CPA with a goal of less than \$50,000 of additional income through financial services is only dabbling.

Every CPA firm is different, and "one-size-fits-all" solutions do not work. However, in most firms, setting up a financial services business and holding the securities or insurance license within the CPA firm is a good first step.

A second step is developing a relationship with a stable full-service financial services provider that can provide access to financial planning, es-

tate planning, investment management, insurance and investments, retirement administration, and employee benefit programs.

The following are considerations when selecting a financial services partner:

- Is the partner financially sound and stable?
- Is the partner client-centered or commission-driven?
- Will the partner bring in more business?
- Will the partner take direction from the CPA?
- Will the partner provide training so the CPA can identify client issues?
- Does the partner have a clean record with insurance and securities regulators?
- Will the CPA's clients react well to the partner's personnel?
- Does the partner have a broad product line?

*From "Avoiding the Financial Services Traps,"
CPA Journal, May 2001.*

Certificates Issued

The following applications for certification were approved by the Board at its May 21, 2001, meeting:

Joseph George Aller
Bradley Stephen Austin
Susan G. Beasley
Kiho Choi
Sheila A. Clausen
Steven Paul Cook
Barry Joseph Cooper
Caroline Lindsay Cound
Marc Scott Deutsch
Joseph Michael Dodson
Walter Brooks Donald, II
Michael Patrick Fogarty
Susan Baxter Gibson
Tracey Lutrelle Hendricks
Robert Chasteen Holman
Elaine Davis Kale

Marc Eban Katzin
John Anthony Kines
Suzan Rayfield Maddox
Shannon Lynn Manning
Michael John Mas
James Chad McLamb
Becky Sue McRorie
Doretta R. Mongold
Ryan Kessler Mulhearn
Tara Ann Murphy
Cecilia Noll
Nicholas Van Myrs Orlandi
Robert E. Peake
Donald G. Persohn, III
William Robert Pierce
Mary Kent Prewitt

Jason Everette Pritchard
James Nathan Ritzema
William Roby Robinson
Rick W. Rosell
Christina Katherine Rothman
David W. Rudert
Ronald K. Schick
Scott Thomas Schubert
Paul Allan Shanbrom
Robert Brandt Swindell, Jr.
Cynthia Autry Synenki
Deborah Bacot Vaughan
Courtney Ann Warner
Sabrina Austin Watts
Laurie Denise Williams
Jeffrey Chester Yardley
Sherri Holbrook York

North Carolina State Board of CPA Examiners

Directory of Board Services

Main Telephone Number	(919) 733-4222	
Fax Number	(919) 733-4209	
Toll-Free Application Line	1-800-211-7930	(for requesting exam & licensing applications)
Mailing Address	PO Box 12827	Raleigh, NC 27605-2827
Physical Address	1101 Oberlin Road, Suite 104	Raleigh, NC 27605-1169
Web Site	http://www.state.nc.us/cpabd	
Office Hours	Mon. - Fri., 8 a.m. - 5 p.m.	(closed on State holidays)

Please use the following directory to correctly identify the person to contact to receive prompt service from the Board. If the person you need to speak with is unavailable, you may leave a message on his or her voice mail or you may press "0" to reach the receptionist.

Administrative Services	(accounting, purchasing, mailing labels & lists)	
Felecia F. Ashe	(919) 733-4223	feleciaa@bellsouth.net
Communications	(newsletter, web site, press releases)	
Lisa R. Hearne, Manager	(919) 733-4208	lhearne@bellsouth.net
Examinations	(exam applications, general exam information)	
Judith E. Macomber, Manager	(919) 733-4224	jmacombe@bellsouth.net
Phyllis W. Elliott	(919) 733-4224	pwelliot@bellsouth.net
Executive Director	(Board meetings, public hearings, rule-making requests)	
Robert N. Brooks	(919) 733-1425	rnbrooks@bellsouth.net
Licensing	(general licensing information)	
Buck Winslow, Manager	(919) 733-1421	buckwins@bellsouth.net
Licensing	(CPA certificate applications & renewals)	
Alice G. Steckenrider	(919) 733-1422	alicegst@bellsouth.net
Licensing	(CPE, SQR, firm registrations & renewals)	
Lynn Wyatt	(919) 733-1423	lynnwyat@bellsouth.net
Professional Standards	(ethics complaints, declaratory rulings, disciplinary hearings)	
Ann J. Hinkle, Manager	(919) 733-1426	ahhinkle@bellsouth.net
Jo Anne Burch	(919) 715-2455	joannebu@bellsouth.net
Jo Gaskill	(919) 733-1424	jogaskil@bellsouth.net
Receptionist		
Karen Carlile	(919) 733-4222	kcarlile@bellsouth.net

Please save this page for future reference.

State Board of CPA Examiners

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Notice of Address Change

Certificate Holder _____
Last name Jr./III First Middle
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CPA Firm/Business Name _____
New Bus. Address _____
City _____ State _____ Zip _____
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Signature _____ Date _____

**Mail to: NC State Board of
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Fax to: (919) 733-4209

Certificate holders not notifying the Board in writing within 30 days of any change in address or business location may be subject to disciplinary action under 21 NCAC 8J .0107.